

Message Text

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PAGE 01 STATE 012919
ORIGIN SS-15

INFO OCT-01 EUR-12 EA-07 ISO-00 A-01 NSC-05 USIE-00 OC-06
CCO-00 SY-05 OPR-02 USSS-00 DODE-00 SSO-00 NSCE-00
/054 R

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S/S, A, EUR, EA, NSC, USIA
-----192254Z 103912 /64

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FM SECSTATE WASHDC
TO AMEMBASSY BRUSSELS IMMEDIATE
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E.O. 11652: N/A

TAGS: OVIP (MONDALE, WALTER F.)

SUBJECT: VISIT OF VICE PRESIDENT-ELECT: OVERALL
SECRETARIAT REQUIREMENTS

REF: (1) STATE 010108 (2) USIA 1618

1. THE EXECUTIVE SECRETARIAT (S/S) WILL PARTICIPATE IN THE
VICE PRESIDENT-ELECT'S TRIP TO EUROPE AND JAPAN. THIS
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MESSAGE DESCRIBES SPECIAL REQUIREMENTS FOR S/S, IN ADDITION
TO THOSE OUTLINED IN REFTTEL. IF ADAPTATIONS APPEAR
NECESSARY, PLEASE INFORM THE DEPARTMENT OF WHAT ALTERNATIVE
PLANS ARE BEING MADE. SLUG CABLES "FOR S/S".

2. PERSONNEL: SECRETARIAT STAFF OFFICER, IRA WOLF, WILL
ARRIVE WITH THE OFFICIAL PARTY. AN S/S ADVANCE

TEAM WILL PRECEDE THE ARRIVAL. NAMES OF THE S/S ADVANCE TEAM MEMBERS AND ARRIVAL TIMES WILL BE CABLED SHORTLY.

3. LIAISON OFFICERS: POST SHOULD DESIGNATE A LIAISON OFFICER TO WORK FULL TIME WITH S/S. OFFICER SHOULD HAVE ENOUGH TENURE AT POST TO HAVE GOOD GRASP OF HOW EMBASSY AND HOST GOVERNMENT FUNCTIONS. OFFICER SHOULD BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT AND BE

PREPARED TO BRIEF THE S/S ADVANCE TEAM AT THE AIRPORT UPON ARRIVAL. OFFICER SHOULD ALSO ENSURE THAT A COMPLETE FILE OF ALL TRIP-RELATED MESSAGES THE POST HAS RECEIVED OR TRANSMITTED IS MAINTAINED FOR ADVANCE TEAM. PLEASE CABLE NAME OF LIAISON OFFICER SOONEST.

4. SECRETARIAL ASSISTANCE: ONE TOP-SECRET CLEARED SECRETARY SHOULD BE AVAILABLE ON A 24-HOUR BASIS TO WORK WITH S/S. EXCELLENT TYPING AND SHORTHAND SKILLS ARE ESSENTIAL. TWO ADDITIONAL SECRETARIES SHOULD BE AVAILABLE ON-CALL FOR THE DURATION OF VISIT. A SCHEDULE OF SHIFTS FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S ADVANCE TEAM.

5. COURIERS: TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK S/S, C&R, AND MEMBERS OF THE OFFICIAL PARTY. S/S ADVANCE TEAM WILL DISCUSS SPECIFIC SET UP WITH EACH POST.

6. MARINES: TWENTY-FOUR HOUR MARINE GUARD SERVICE WILL LIMITED OFFICIAL USE

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BE REQUIRED TO PROTECT OPEN-STORAGE IN S/S OFFICE.

7. TDY ASSISTANCE: ALL REQUIREMENTS FOR TDY HELP SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

8. OFFICE REQUIREMENTS:

A. S/S OFFICE: ONE DOUBLE ROOM ADJACENT TO NSC STAFF OFFICE AND CONVERTED INTO OFFICE. EQUIPMENT REQUIREMENTS:

--FOUR EMBASSY PHONES

--FOUR DESKS OR WORKING TABLES

--TWO TYPEWRITERS AND STANDS AND TWO BACK-UP TYPEWRITERS AND STANDS

--ONE BEST AVAILABLE COPIER

--OFFICE SUPPLIES, FORMS, EMBASSY PHONE BOOKS, DIPLOMATIC LISTS, ETC.

NOTE: TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC: MACHINES SHOULD HAVE IDENTICAL TYPE.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS
ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A
BACKUP MACHINE PROVIDED.

9. MEDIA INFORMATION: PLEASE PROVIDE S/S WITH SIX
COPIES OF EACH TICKER PACKAGE PREPARED FOR THE PARTY PER
USIA 1618. IN ADDITION TO WIRELESS FILES AND ENGLISH-
LANGUAGE NEWSPAPERS PROVIDED TO THE OFFICE OF THE VICE-
PRESIDENT-ELECT, S/S WILL NEED SIX COPIES OF EACH BY 0600
DAILY.

10. SEE SEPTEL FOR INSTRUCTIONS ON HANDLING STATE
COMMUNICATIONS: CABLE TRAFFIC.
KISSINGER

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 19-Jan-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1977STATE012919
Document Source: CORE
Document Unique ID: 00
Drafter: S:J.JACOBSON:MEM
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Expiration:
Film Number: D770020-0662
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770135/aaaabfcb.tel
Line Count: 130
Litigation Code IDs:
Litigation Codes:
Litigation History:
Locator: TEXT ON-LINE, ON MICROFILM
Message ID: 720308d4-c288-dd11-92da-001cc4696bcc
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
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Page Count: 3
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Previous Handling Restrictions: n/a
Reference: 77 STATE 10108
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
Review Date: 03-Dec-2004 12:00:00 am
Review Event:
Review Exemptions: n/a
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Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 3555097
Secure: OPEN
Status: NATIVE
Subject: VISIT OF VICE PRESIDENT-ELECT: OVERALL SECRETARIAT REQUIREMENTS
TAGS: OVIP, (MONDALE, WALTER F)
To: BRUSSELS BONN MULTIPLE
Type: TE
vdkgvwkey: odbc://SAS/SAS.dbo.SAS_Docs/720308d4-c288-dd11-92da-001cc4696bcc
Review Markings:
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